

Prevention Coalition Student Assistance Specialist

Purpose Statement

The job of Prevention Coalition Student Assistance Specialist is done for the purpose/s of implementing and providing substance abuse prevention and intervention services to students in alignment with the County Prevention Initiative Coalition Strategic plan and in collaboration with assigned school districts' student assistance programs under the general direction of the Prevention Programs Supervisor and /or Director.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to Assigned Administrator

Application Due: For best consideration, submit complete application by **8/27/2017**

Anticipated Hire: ASAP

Salary Range: \$22.56 to \$26.16 Salary offers consider candidate qualifications, experience and internal equity

Position Location: Tacoma

Application Procedure

Applications must contain all required information in order to be considered as "complete". This includes current and former employer contact information and a completed Background Disclosure Statement form.

All applications require a completed Background Disclosure form as an attachment (the form can be found at <http://www.psesd.org/wp-content/uploads/2013/12/BackgroundDisclosureFormNov12.doc>).

Selection Process

All complete applications received by closing date will be screened. Applications received after the closing date may be reviewed if the position is not successfully filled after the 1st closing.

For more information contact: Human Resources

Reference Control Number: 170808001

Phone: 425.917.7600

Email: jobs@psed.org

Essential Functions

- Assists in developing student assistance related policies at schools for the purpose of assuring best practice standards.
- Attends training meetings at PSESD and at placement assignment (school district) when viable for the purpose of providing staff development, and assessing program effectiveness.
- Conducts educational support groups for the purpose of reducing and/or mitigating substance abuse, mental health impacts and improving health and learning preparedness.
- Conducts home visits within program guidelines and according to Learning Support Services procedures for the purpose of assisting students and families with effective intervention supports.
- Conforms to the PSESD's Principles That Guide Our Culture for the purpose of 1) building trust, collaboration, and strong teams within the program and the Agency; and 2) providing exemplary service to external clients.

- Coordinates activities with the assigned school team and pertinent community partners for the purpose of identifying students struggling with substance abuse related issues and referring them to school and community-based services.
- Demonstrates skill in actively collaborating with a variety of partners in a manner that demonstrates awareness of the larger systemic issues and strategies related to student assistance programming for the purpose of furthering programmatic goals.
- Demonstrates initiative, confidence and skill in communications with key leaders in the school and community for the purpose of promoting partnership and program effectiveness.
- Develops and implements an identification and referral process for school staff, students, and parents for the purpose of providing substance abuse, mental health and/or drop-out reduction strategies and improving health and learning preparedness.
- Develops and implements prevention plans for the purpose of ensuring that all students are safe, healthy, supported, engaged, challenged and actively participating in their school experience.
- Facilitates school-based re-entry services for the purpose of re-engaging students in academic programming and improving health and learning preparedness.
- Maintains confidential program records and files; compiles and inputs data for the purpose of complying with funding requirements and maintaining best practices.
- Participates in program evaluation for the purpose of evaluating program effectiveness.
- Participates in meetings, workshops, and seminars for the purpose of conveying/gathering information required to perform job functions.
- Presents program components to students and teachers for the purpose of sharing resources that support substance abuse reduction and improve health and learning preparedness.
- Provides individual and family screening, referral, case management, consultation and skill building services within the student assistance framework for the purpose of delivering services in conformance to established guidelines.
- Provides school wide awareness (prevention) programs for staff, students, and parents for the purpose of reducing and/or mitigating substance abuse, mental health, physical health and drop-out.
- Provides staff development training on topics (e.g. tobacco, alcohol and other drug prevention or intervention, mental health, physical health and engagement strategies, etc.) for the purpose of sharing expertise and resources on prevention/intervention strategies and building team capacity.
- Provides standardized screening and referral information to students and parents participating in the prevention/intervention program for the purpose of assisting students with effective intervention support.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; planning and managing projects; preparing and maintaining accurate records; counseling, community collaboration, community organization skills, and presentation.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and

understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: At-risk youth with and/or families in schools or community agencies, and best practices in prevention and intervention principles.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse stakeholder groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; and managing multiple projects. Ability to apply creative and critical thinking to improve existing program.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 20% sitting, 60% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency: AA Degree with job related experience PLUS CDPT credential; OR related BA or AA degree and ability to obtain Agency-Affiliated Counseling License.

Required Testing:

Certificates and Licenses

- f) Agency-Affiliated Counseling License
- b) Educational Staff Associate certified as a school counselor, psychologist, nurse, or social worker
- c) qualified drug or alcohol counselor
- d) licensed psychologist
DSHS counselor or social worker
- e) licensed children's mental health specialist
Meet WA State standards for prevention/intervention specialist, pursuant to RCW 28A.170.080 as defined as either: a) qualified or certified chemical dependency specialist

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Salary Grade

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The following policies have been adopted and are reflected in our employment practices:

PSESD is committed to non-discrimination in all aspects of its education programs and employment practices. The agency prohibits discrimination in all aspects of its education programs and employment practices against any employee, applicant, student, intern or volunteer because of sex, race, creed, color, national origin, language, immigrant, refugee, sexual orientation including gender expression or identity, pregnancy, marital status, religion, age, veteran or military status, physical, sensory, or mental disability or the use of a trained dog guide or service animal by a person with a disability. It is the policy of the Puget Sound Educational Service District (PSESD) to employ persons on the basis of experience, training and merit, and to provide equal access of agency facilities to designated youth groups.

PSESD celebrates a diverse workforce. PSESD provides equal opportunity in all terms and conditions of employment. We encourage all qualified persons, including members of protected groups under applicable state and federal law, to apply for our open positions. This organization complies with the Americans with Disabilities Act. Persons with disabilities who need assistance in the application process or need this announcement in an alternate format may call Human Resources at (425) 917.7600.

PSESD requires successful applicants to provide employment eligibility and verification of a legal right to work in the United States, in compliance with the Immigration Reform and Control Act.

Washington State law requires all personnel working in education to go through a state/federal criminal history background check. This process will be required of all new hires of PSESD.

No student shall be denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, gender, pregnancy, marital status, sexual orientation including gender identity, or a physical, mental, or sensory disability.

Puget Sound ESD complies with applicable federal, state, and local laws as may pertain thereto. The administrator for Human Resources and Organizational Development will serve as the compliance officer for this policy and also serves as the Title IX/RCW 28A.640 Officer and Section 504 Coordinator.

PSESD recognizes the importance of alternative work arrangements. Applications from two individuals wishing to share a single position will be considered by the Agency. Job sharing assignments which are in the best interest of the Agency will be considered.